

OPERATING GUIDELINES

**Incident
Business
Administration**

Arapaho Roosevelt

National Forests

FY 2003

**ARAPAHO ROOSEVELT NATIONAL FORESTS BUSINESS OPERATING GUIDELINE
CONTENTS**

1. OBJECTIVE	3
2. DELEGATION OF AUTHORITY	4
INCIDENT BUSINESS ADVISOR (IBA) RESPONSIBILITIES	4
3. ORGANIZATION AND COMMUNICATION	5
4. PROCUREMENT	6
LOCAL ARNF PROCUREMENT CONTACTS	7
5. BUYING TEAM PROCEDURES	8
RESOURCE ORDER FLOW CHART	9
LIST OF RESTRICTED SUPPLIES/ITEMS	10
6. PROPERTY MANAGEMENT	11
PROPERTY MANAGEMENT- FOREST SERVICE	11
7. COMMISSARY	13
8. HUMAN RESOURCE SPECIALIST	14
9. AGENCY-PROVIDED MEDICAL CARE (APMC) AND COMP.....	15
10. INFORMATION SYSTEMS MANAGEMENT	16
11. PAYMENT PROCESSES	17
ADO PAYMENTS	17
AGENCY PAYMENTS	18
USE OF CREDIT CARDS/CHECKS AS PAYMENT INSTRUCTIONS	18
12. PROCESS FOR AD/EFF EMPLOYMENT	19
END OF PAY PERIOD TIME AND ATTENDANCE (T&A)	20
AD/EFF-5 RATES	20
13. LAW ENFORCEMENT AND INVESTIGATIONS (LE&I).....	21
14. MISCELLANEOUS	21
RECYCLING	21
COST UNIT GROUP	22
FIRE LINE EXPLOSIVES.....	22
15. CLOSEOUT	23

OBJECTIVE

This plan provides the general administrative procedures to support an Incident Management Team's (IMT) operations and to ensure consistency while involved in incidents on the Arapaho Roosevelt National Forest (ARNF). This plan will be made available to any IMT or other business administration fire support team assigned to an incident on the ARNF. Any changes in these guidelines will be negotiated with the Agency Administrator (AA), Incident Business Advisor (IBA), Fire Business Management Coordinator/Administrative Representative (FBMC/AR), in advance.

This Operating Guideline is intended for use by any IMT, Buying Team, Dispatch, Expanded Dispatch, Payment Team, or other business administration incident support staff assigned to an incident on the ARNF. The following objectives have been set for incident support on the ARNF, which this guideline directly addresses:

1. Identify individuals with delegated authorities and roles on the forest.
2. Provide for highly effective communication and coordination between various business administration positions on an incident, including interagency cooperative practices.
3. Ensure consistent understanding and usage of rules and regulations governing incident business management in various arenas from a variety of reference sources. Parallel references to this guide include, but not limited to:
 - Interagency Incident Business Management Handbook (IIBMH),
 - National Interagency Buying Team Guide,
 - Incident Purchasing and Equipment Plan (State of Colorado Agreement),
 - National Interagency Mobilization Guide, and
 - Modular Airborne Fire Fighting System (MAFFS)
4. Appropriate acquisition practices and general guidelines for prohibited purchases, the use of mandatory procurement sources, appropriate equipment hiring practices and formation of land use agreements.
5. Organization and accountability of government property including sensitive items and the process for lost or destroyed property.
6. Coordination of Forest Service and local law enforcement in investigations, security, and tracking of incident security reports and logs to provide for safety at all times.
7. Provide for consistent documentation from a Business Administration standpoint for managing incidents and creating cost-effective work practices.
8. Provide the host Forest accurate, up to date incident costs for obligation purposes, per the direction contained in the April 24, 2003 Guide for Recording Incident Accruals and Payments.

9. Insure that each incident operates in the most cost effective manner possible.

DELEGATION OF AUTHORITY

Delegation of authority has been issued for Fire Business Management practices to the following ARNF agency personnel:

NAME	TITLE	WORK PHONE	HOME PHONE	DUTY
Jim Bedwell	Forest Supervisor	970-498-1100		Agency Administrator
Sue Evans	Group Leader AQM	970-498-1170		Incident Business Advisor
Jeff Losche	Administrative Officer	970-498-1217		Administrative Representative

INCIDENT BUSINESS ADVISOR (IBA) RESPONSIBILITIES

The IBA works directly for the forest and serves as a link between the many roles of business administration on an incident including the IMT, the Buying Team, any payment teams assigned to the incident, and any other support functions assigned to the incident.

The IBA for the agency with jurisdiction will make onsite visits as needed to all established Type I, II, and III incident command posts, Rest & Recuperation (R&R) facilities, staging areas, expanded dispatch locations, Buying Team locations, and other incident support centers. Visits will be prearranged with respective personnel at each site. Technical specialists may accompany the IBA to assist in specific areas of concern. For example, the ARNF Contract Specialist may accompany the IBA related to matters concerning Emergency Equipment Rental Agreement (EERA) payments.

The unit will provide IMT and local support units with telephone numbers to ensure 24-hour service for any business administration assistance.

In matters concerning the expenditure and use of funds, the IBA/AR will provide recommendations to the IMT and Buying Team. The IBA/AR will review questionable supply orders as requested by the Buying Team and hold until clarification is made with the IMT.

ORGANIZATION AND COMMUNICATION

The IBA will provide all incident support activities including IMT, Buying Team, Administrative Disbursing Officer (ADO) payments team, etc., with telephone numbers to ensure 24-hour service for any business management assistance; including, where possible, home phone numbers.

As a minimum, the Finance Section Chief (FSC) will arrange for a daily flow of information with the IBA/AR for purposes of information exchange and to report current progress of incident business administration operations, including copies of the current cost projections.

This guideline provides names and contact information for a number of individuals responsible in the administration of interagency coordination during an incident. In addition, local ARNF employees that generally provide support for incidents on the forest have been included in the list of contacts and phone numbers throughout this document.

The Procurement Unit Leader (PUL/PROC) should communicate with the Supply Unit Leader and the Buying Team Leader throughout the incident. The open flow of communication between these parties will facilitate all aspects of acquisition needs including contractor concerns, and property tracking.

NOTE: The FSC is required to contact the agency's IBA before the team leaves the incident; the IBA in consultation with the ARNF Fire Management Officer (FMO) and with approval from the Agency Administrator will recommend final release of a team (IMT, Buying Team, or payment teams) from an incident on the ARNF.

PROCUREMENT

Incident Management Teams will not makes changes to established EERA's. If a change is appropriate for a specific incident, the PUL will establish a new incident specific agreement.

Upon arrival on the unit, the incident finance section specifically the Procurement Unit Leader (PUL/PROC) will be given the ARNF Service and Supply Plan (SSP). Included in this plan are:

1. List of sources: Buying Teams shall use their credit cards and checks when procuring from the source list in the ARNF Service and Supply Plan (SSP) according to Agency policy. PUL/PROC's may be allowed to use their credit cards with prior approval from either the Buying Team or the ARNF Acquisition section.

NOTE: No other personnel on overhead teams will be allowed to use purchase cards when procuring from local sources without previous agreement between the IBA, Buying Team Leader, and ARNF Acquisition.

2. The ARNF does not have Blanket Purchase Agreements (BPA) accounts for meals/lodging; therefore, credit cards must be used. Use of the pre-printed meal/lodging form is required and can be obtained through the dispatch or any SO Procurement contact listed in this document.
3. The Coordination Group supplement to IIBHM, Chapter 20- Equipment Rental Rates for the geographical area.
4. Personnel contacts/local contacts for the ARNF.
5. EERA: Preseason EERA's on the ARNF have been signed up utilizing the National EERA program. In addition, local resources will be exhausted before filling any equipment orders with resources off-region accept with approval from the IBA.
6. Current listing of local cache items located at the Districts.
7. Preseason facility agreements and cooperative fire agreements.
8. PUL/PROC's and/or Buying Team signing up equipment are required to utilize the national EERA program if computers are available at camp or Buying Team locations. Contact ARNF procurement personnel to get a block of EERA numbers for use by the PUL.
9. The ARNF has a preseason agreement with a car rental company. The preference for rental vehicles is to utilize this agreement. In the event that they are unable to provide all rental vehicle needs, it is very likely that rentals will need to be rented using a purchase card by a Buying Team member or ARNF Acquisition personnel.

NOTE: PUL/PROC's with delegated authority are responsible for settling all claims involving equipment agreements on the incident. The PUL/PROC or FSC shall coordinate with ARNF procurement officials.

LOCAL PROCUREMENT CONTACTS

Following is a list of procurement personnel and their work and home telephone numbers:

Central Administrative Zone- Acquisition Management (ARF Supervisor's Office)
240 West Prospect Road
Fort Collins, CO 80526

NAME	TITLE	WORK PHONE	HOME PHONE	LOCATION
Sue Evans	Group Leader AQM	970-498-1170		Fort Collins, CO
Christina Schofield	Contract Specialist Trainee	970-498-1174		Fort Collins, CO
Ivory Carr	Contract Specialist Trainee	970-498-2515		Fort Collins, CO
Ruth Brado	Contract Specialist	970-498-1151		Fort Collins, CO
Lisa Herrera	Contract Specialist Trainee	970-498-1178		Fort Collins, CO
William Ristoff	Purchasing Agent	970-498-2555		Fort Collins, CO
Anthony Salas	Purchasing Agent	970-498-1147		Fort Collins, CO
Mai Dailey	Procurement Tech	970-498-2508		Fort Collins, CO
ACQUISITION FAX	970-498-1045			

BUYING TEAM PROCEDURES

ARNF Acquisition personnel will be used for all Buying Team activities until the workload becomes such that a non local Buying Team must be ordered. The IBA will have final decision on whether or not to order a Buying Team. The Buying Team will work directly for the IBA and provides procurement services for the IMT. Equipment and supply resource orders will go directly from the Incident's Supply Unit Leader or Ordering Manager to the equipment/supply Expanded dispatcher by radio, phone, electronic transfer or fax. Expanded dispatch shall order all National Interagency Fire Center (NIFC) warehouse and local warehouse items and the Buying Team shall order all local purchases and equipment. These procedures may be revised or amended as directed by the IBA.

Any payments made with credit cards or checks will be fully documented with resource orders. Duplicate copies of all documents will be provided to the Acquisition Section. Please see the National Interagency Buying Team Guide for the formal recommended direction on consistent filing and uniform processes.

Buying Teams, not the caterer, shall procure drinks and fresh fruits as supplemental food items for the incident camp. No other supplemental snack foods are authorized with the exception of, before or after a National Caterer is assigned to the incident.

The IBA will coordinate with the local acquisition office's representative and Buying Team leader, to determine when to release the team. The IBA will consult with the incident organization regarding the release of the Buying Team.

The Buying Team Leader shall visit the incident command site at least once within the first few shifts of incident operations. The Buying Team trainee should also visit the incident command site as part of his/her training plan.

The flow chart on the following page depicts the general order in which resource orders will be processed on the ARNF. The Supply Unit Leader will sort-incoming orders into NFES cache items and non-cache items. The non-cache items will be turned over to the ARNF Acquisition staff or the Buying Team if one is present. All NFES cache items will proceed through the cache system and will only be turned over to ARNF Acquisition or the Buying Team after all cache options are exhausted.

Incident Ordering Manager

Supply Orders (S#)

All other Orders (E#, O#, C#)

Supply Unit Leader

Will receive all S# and classify them:

Local Purchase (LP)

Cache item (NFES)

ARNF Acquisition (AQM) Buying Team (BT)

S# - LP

Acquisition/ Buying
Team will fill S# for
local purchases.

S# - LP is filled with a
local vendor.

Cache Process

S# - NFES

Cache will exhaust all
options for filling NFES
items.

S# - NFES cannot be
filled through cache. It
will be procured
through ARNF AQM or
BT.

S# NFES is filled
through cache system.

Expanded
Dispatch (ED), E#

ED can fill E# if an
agreement is already in
place.

E# will be filled through
BT, if an agreement
needs to be executed.

LIST OF RESTRICTED SUPPLIES/ITEMS

The following items are either restricted from purchasing, or limited in some manner, during incident operations. However, a contract commissary may provide these items for purchase by incident personnel with the permission of the Incident Commander (IC). Assigned Procurement Unit Leaders and/or Buying Team Leaders will refer to this list when purchasing supplies and services for incident operations. **Restricted purchases/rentals:**

1. Alcoholic beverages of any type.
2. Clothing, buttons, stickers, hats, etc., with special or specific printing, coloring, or logo's. Bathing suits or other special clothing are not to be worn in R&R centers and/or incident camps.
3. Pillows or sleeping bags (other than regular GSA, fire cache types).
4. Plants or flowers.
5. Orders for specific magazines, newspapers, or other literature. Local newspapers will be limited to 10 copies/incident/day with two different varieties of newspapers, as described by appropriation law.
6. Repairs/Improvements to GSA or WCF vehicles unless needed for suppression activities.
7. Motels, hotels, or other commercial rooms for overhead and other personnel located in an area where an incident camp exists.
8. Extravagant or specialty foods. Compliance with Chief's Incident Accountability 2003 Action Plan, Issue 5.1.
9. Barbers will only be provided for the military at their request.
10. Anything not a direct need for suppression of the fire or essential to the incident.
11. Rental or purchase of recreation equipment, such as: all varieties of televisions, VCR's, cable and internet hookups for other than work necessities and the like must be approved in writing by the IBA prior to requesting.
12. The government is not permitted to pay for the installation of telephone lines for personal use. The telephone vendor could install pay phones at no expense to the government.

13. Walkie Talkie Two way (family service) radios are not permitted for use for official government business in an incident base camp.

All equipment and personal property purchased will be transferred to the host Forest. All rental of equipment, with owner's concurrence, will have a lease purchase clause inserted in the procurement document. Exceptions to this policy shall have prior written approval by the IBA before obtaining those items.

PROPERTY MANAGEMENT

The IMT is expected to place a high priority on property management. Included in this expectation is the need for the IMT to review property issuances and check out and return procedures to ensure proper accountability. If necessary, the employee assigned property management responsibility on the incident may be required to remain after the incident is closed out to ensure all incident property is recovered and/or properly disposed of.

PROPERTY MANAGEMENT- FOREST SERVICE

NAME	TITLE	WORK PHONE	HOME PHONE	
Jean Wheeler	Property Management Officer	970-498-1234		Property Contact
Andrew Grosheider	Property Technician	970-498-1227		Acting for Wheeler

The incident will manage the durable and accountable/sensitive property obtained for the incident in a businesslike manner. A review will be made of all durable items that are personal in nature. All items not accounted for will be sent to the IMT's home unit for resolution within 60 days. This includes such items as flight helmets, flight suits, brush coats, computer equipment, cell phones, chain saws, etc.

As a guideline, the following items are considered as sensitive and will be tracked with an AD-107: cameras, binoculars, flight helmets, chainsaws, pumps, cell phones, flight suits, computer equipment, etc. The ARNF expects those items issued on an AD-107 returned at the end of the incident and to be in good shape or an AD-112 and/or OF-289 prepared. Upon determination that an item of property cannot be accounted for, the person responsible for accountability will immediately notify the Finance Section Chief who will notify the host Forest PMO.

During the demobilization process, OF-289 & AD-112's will be processed when items are not returned to supply. The employee's supervisor will always sign these forms.

Property and/or supply items assigned for use by contractors/vendors shall be returned to the incident. Incident camps shall utilize a property transfer form (including value of item) for each item to ensure they are returned. When not accounted for, the transfer forms will be documented and an appropriate amount deducted from the contractor's invoice.

All lost, damaged, or destroyed property items to be replaced as part of the incident's cost shall be described as such on an AD-112 or OF-289, or assigned to the incident for rehab or mop up (manifest to the ARNF). All property left with the Agency at the close of the incident will be properly transferred on an AD-107 form.

Any incident-funded sensitive property purchases must be approved by the PMO before submitting the request to the Buying Team for procurement.

COMMISSARY

Due to efficiency and cost effectiveness considerations, contract commissary operations should be used whenever possible. (Force account commissaries should be used only when contract commissaries are not available). Restricted items are described in the commissary contract specifications. The commissary process may also be used on a case-by-case basis as the need for emergency replacement items, such as prescriptions or required personal items. Optional items may be sold at the discretion of the IC.

The FSC or PUL is designated as the contract commissary Contracting Officers Representative (COR). The IMT will establish a commissary-operating plan with the contractor when the commissary arrives at the incident. Near the end of the commissary operations, the IMT should complete the evaluations form in the contract and forward a copy of the evaluation to the appropriate CO for use in future contract award evaluations.

Force account commissary operations will supply items as described in the IIBMH.

All contractor-operated commissaries will be allowed to sell logo items (tee shirts, hats etc.,) while assigned to the incident.

HUMAN RESOURCE SPECIALIST

With consultation between the IC and the AA, a human resource specialist will be assigned to all incidents with a Type I IMT or when the organization exceeds 300 people. The agency will provide a temporary person until the team can fill the order.

The IC will confirm with the IBA or AA when the person is onsite and their name. This person will establish a link with the IBA. All sexual harassment or other EEO incidents are to be reported to the IBA as soon as practicable. Any investigation of an EEO incident is to be coordinated through the IBA.

AGENCY-PROVIDED MEDICAL CARE (APMC) AND COMP.

The ARNF's contact for compensation and medical treatment for personnel assigned to the incident will be designated at the time of the initial briefing. For major incidents, a separate unit will be established at expanded dispatch to handle all matters related to injuries or illness of incident personnel. All compensation forms will be forwarded to the designated ARNF contact and/or location, as soon as possible, for disposition.

Occupational illness or diseases (cold, sore throat, flu, etc.,) will be treated only when the employee (government/AD/EFF) completes a CA-2 and is approved by the supervisor and the medical unit leader. At that time, the CA-2 will be taken to the comp/claims person who will complete an APMC form. The employee will then be sent to the appropriate medical facility. If the physician recommends bed rest for 48 hours or less, the employee will be housed in a local motel, with room service, or sent home if the employee is local. During the time in the motel, the government employee will be in sick leave status and an AD/EFF employee will be guaranteed 8 hours for each day held by the incident. Management has the option to pay the guarantee or return them to their point of hire. See IIBMH, Chapter 10 page 25 of 49.

HUMAN RESOURCE/PERSONNEL CONTACTS

NAME	TITLE	WORK PHONE	HOME PHONE	LOCATION
Robin Winston	Human Resources Off.	970-498-1386		Supervisor's Office (SO) 240 West Prospect Fort Collins, CO
James (Trey) Coggins	Human Resources Spec.	970-498-1263		Supervisor's Office (SO) 240 West Prospect Fort Collins, CO

INFORMATION SYSTEMS MANAGEMENT

The ARNF Supervisor's Office computer system may be used to support an incident. It will remain under control of the ARNF's computer specialist. Following is a list of information and communication technology personnel and their work and home telephone numbers:

NAME	TITLE	WORK PHONE	HOME PHONE	LOCATION
Todd Butler	IT Specialist Computer Systems	970-498-1355		Supervisor's Office Pitkin Bldg
Robert Putnam	Telecom Spec. Tel. & Radio	970-498-1353		Supervisor's Office Pitkin Bldg

Telephone, cellular and radio communication is organized on the forest through the dispatch office as soon as possible for such needs on an incident.

NOTE: The above personnel are available to assist the incident's Computer Technical Specialist (CTS) in setting up all ordered Automated Data Processing (ADP) equipment and supplies and the Communication Unit Leader in the initial design and setup of any fire communications required to include UHF/VHF radio, portable microwave, telephone and data.

The above personnel are available to assist with processes and hardware configuration that are needed outside the IMT's configuration or abilities. The above personnel are a good resource for any IT or Telecommunication questions the IMT or other team may need assistance with.

PAYMENT PROCESSES

FFIS, ADO or Administrative Payment Team (APT) payment processes will be used on the ARNF only if the support of the incident in processing payments to vendors cannot be handled locally. The Financial Manager will advise the IBA of the need for a payment team. Before processing any payments, the payment team will meet with the Budget & Fiscal staffs to ensure procedures are in place to avoid duplicate payments.

(The payment of AD's/EFF's are processed by the initial hiring unit. FSC will insure the OF-28's are transmitted to the home unit).

Employees to contact regarding financial management for the Forest:

NAME	TITLE	WORK PHONE	HOME PHONE	LOCATION
Shirley Feiler	Financial Manager	970-494-2708		Supervisor's Office CA Plaza
Beverly Thorpe	Accounting Technician	970-494-2704		Supervisor's Office CA Plaza

Employees to contact regarding Forest payments:

NAME	TITLE	WORK PHONE	HOME PHONE	LOCATION
Kris Ortmann	Financial Manager	970-498-1212		Supervisor's Office (SO) 240 West Prospect Fort Collins, CO
Margie Dodds	Sup. Acct. Tech	970-498-1184		Supervisor's Office (SO) 240 West Prospect Fort Collins, CO

INCIDENT ACCRUAL ACCOUNTING PROCEDURES

All IMT's and BT's need to coordinate the submission of incident costs with the Forest Financial Manager. Submission schedule and details of your submission should be agreed to by the Financial Manager.

AGENCY PAYMENTS

A Forest representative will visit all incident bases or camps, and expanded dispatch and work with the finance and logistic sections to ensure accuracy of payment processes. Invoices will be forwarded to the designated location as soon as completed, to ensure timely payment to vendors and contractors. Invoices submitted at closeout of the incident are to be hand-delivered to the designated person by a finance section representative (who will be able to discuss incomplete payments or those requiring additional clarification).

NOTE: EERA invoices will be submitted to the host Forest every two weeks for processing. Contact the IBA for approval to use processes contrary to the one set above.

All EERA's and files from the incident camp shall be returned to the incident agency's office. We will be looking for packages that are ready for payment or certifiable. The following documents are to be completed in a businesslike and professional manner:

1. Copy of signed contract or agreement. Those to be paid by the Forest Service must be input into FFIS's VEND TABLE.
2. Inspection forms, both pre-use and release with any claims noted.
3. Shift tickets for all days covered signed by both parties.
4. Invoice completed and signed by both parties, with supporting documents of items paid by the contractor.
5. Any potential claim resolved and/or documented.

NOTE: Settlement of claims against EERA's shall be in accordance with the IIBMH, Chapter 20, and Section 27.6.

This is the preferred method, but procedures can be flexible to satisfy the needs of the host Forest Buying Team, and the FSC.

USE OF CREDIT CARDS/CHECKS AS PAYMENT INSTRUCTIONS

Credit cards may be used to make vendor payments during incident and emergencies only as described below:

1. CC's may be used to make vendor payments when using the source list in the ARNF Service and Supply Plan (SSP). When using a BPA, the Fiscal Office will make payment.
2. A resource order number must support all payments.
3. In addition to the requirement of 28.1 of the IIBMH, the fiscal copy of the CC shall be included in the file; invoices shall be clearly marked with the CC's number.
4. Payment shall stay within the CC's authority or the transaction limitations of the CC holder.
5. A copy of the CC's paid invoices shall be sent to the acquisition office.

PROCESS FOR AD/EFF EMPLOYMENT

The IMT may sign up local resources, as AD/EFF's to meet existing needs. When this occurs, the IMT will obtain an "O" number from expanded dispatch and note "local hire." The team then assumes the responsibility for ensuring the I-9, AD/EFF hire information sheet, W4/5 forms and proper AD/EFF rate is completed. AD/EFF rates can be found for the geographical area in the IIBMH, in the WO supplement for Chapter 10 (the pink pages). The team will initiate a resource order, send to expanded dispatch with a notation: "local hire", and provide the name and position filled. Periodically, timesheets will be transmitted to the agency for processing.

The payment packages for AD/EFF's will be sent to the ARNF B&F office:

NAME	TITLE	WORK PHONE	HOME PHONE	LOCATION
Shirley Feiler	Financial Manager	970-494-2708		Supervisor's Office CA Plaza
Beverly Thorpe	Accounting Technician	970-494-2704		Supervisor's Office CA Plaza

The fire community and ARNF personnel will work with local employment agencies to establish the necessary liaisons to secure personnel when the need arises.

AD/EFF employees will be subsisted by the ARNF whenever possible. AD/EFF's assigned to fire line duties or assigned to an Incident Base Camp will be provided subsistence. Meals and lodging for AD/EFF's can be procured for those assigned to logistical support if circumstances warrant. Out of pocket expenses for AD/EFF's must be authorized in advance before reimbursement can be made. The ARNF will process these approved expenses. As a guideline, we will provide lodging if they are 35+ highway miles from their residence and meals will be provided as dictated by the situation. AD/EFF drivers will be provided meals when they are away from their dispatch center as appropriate.

AD/EFF-5 RATES

AD/EFF-5 rates have been established for in IIBHM Chapter 10, supplement 2003-1 for all categories of work. Deviations from these established rates will be rare and must have prior approval from the IBA. If the position to be hired is not included in the approved list, contact the IBA for guidance.

END OF PAY PERIOD TIME AND ATTENDANCE (T&A)

The FSC will contact the IBA to determine the most efficient and effective means of processing/communicating pay information at the end of each pay period.

LAW ENFORCEMENT AND INVESTIGATIONS (LE&I)

Upon assignment of an IMT to the ARNF, the host Forest will determine the local Law Enforcement Officer (LEO) Representative and available FS LE&I resources. The purpose will be to open communication lines, identify LE&I support resources available, and identify local operating procedures.

Significant law enforcement incidents or matters needing criminal investigation shall be reported to and coordinated with the FS LE&I office as soon as practical. This is necessary to ensure local control and responsibility can be established to minimize the need for and associated costs of returning employees to the area should court litigation action follow.

All law enforcement incidents will be entered into the incident security log and documented. If a violation notice is issued or any arrests made, contact the security manager assigned to the incident and the ARNF LE&I office. Incident security logs and copies of the incident reports will be turned over to the ARNF LE&I office at the time of the exit debriefing.

NAME	TITLE	WORK PHONE	PAGER NUMBERS	LOCATION
Chuck Dunfee	Patrol Captain	970-498-1291		Forest Supervisor's Off. Prospect
Kim Jones	Special Agent	970-498-2507		Forest Supervisor's Off. Prospect
Tom Rhodes	L/E Officer	303-567-3031		Clear Creek R. D. Idaho Springs
Jon Matye	L/E Officer	970-887-4137		Sulphur R.D. Granby
Paul Krisanits	L/E Officer	303-541-2513		Boulder R.D. Boulder
Jane Gordon	L/E Officer	970-498-2708		Canyon Lakes R.D. Fort Collins
Lenora Arevalos	L/E Officer	970-498-1360		Canyon Lakes R.D. Fort Collins

MISCELLANEOUS

RECYCLING

At the initial briefing, recycling will be discussed and the ARNF will work with the incident's Logistic Organization to coordinate recycling, pickup, and collection points. The people assigned to the recycle program work for expanded dispatch. The incident will designate a person on their team for the recycling to be deposited

back to the host Forest. This system will be fully explained by the local Logistics Organization, during the initial briefing with the IMT's logistics group.

COST UNIT GROUP

If the area experiences a multiple fire situation with more than one IMT, a cost unit group will be established at expanded dispatch. This group will work for the ARNF Financial Officer under the general guidance of the IBA. The team will immediately begin inputting all orders in ICARS. The overhead team cost unit team and the agency's team will arrange for the interchange of data/disks as needed.

FIRE LINE EXPLOSIVES

If an IMT anticipates using blasting tactics a Forest Service certified blaster must be available. All purchases of fire line explosives shall be done through the local ARNF acquisition management group. If any questions in regards to explosives arise, they shall be directed to the Forest FMO.

CLOSEOUT

As described in the IBA duty description, he/she will participate in the exit interview of each assigned IMT. If time permits, the IBA will provide a narrative statement to the ARNF including: (1) any commendable performance, (2) processes and procedures which went well during the assignment, and (3) constructive ideas about improvements which could be made. If unable to complete the narrative report before demobilization of the IMT, the report will be submitted to the AA within 60 days after the IMT departs the incident. When a Buying Team is present, a representative will attend the closeout of each IMT to ensure proper communication and consistency.